



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTCENINST 5211.1
CS
11 JAN 1999

NAVENVIRHLTHCEN INSTRUCTION 5211.1

From: Commanding Officer, Navy Environmental Health Center

Subj: PRIVACY ACT (PA) PROGRAM

Ref: (a) SECNAVINST 5211.5D
(b) BUMEDINST 5263.1

1. Purpose

a. To ensure that the Navy Environmental Health Center (NAVENVIRHLTHCEN) and all its Echelon 4 activities comply with references (a) and (b).

b. To provide standards and guidance for responding to all inquiries involving the PA program.

2. Background. Individuals have the right to information concerning records about themselves maintained by the government. Release of personal records is governed by references (a) and (b).

3. This is a new instruction and should be read in its entirety.

4. Action

a. The Commanding Officer and/or Officer in Charge must ensure that the following actions are taken:

1) Appoint an individual in the command as coordinator to serve as the principal point of contact for the PA program.

b. The command PA coordinator shall:

1) Provide training for personnel on the provisions of references (a) and (b).

2) Ensure that procedures for receiving, tracking, labeling, and prompt handling are done in accordance with references (a) and (b).

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3) If appropriate, formally transfer case cognizance to Bureau of Medicine and Surgery's Staff Judge Advocate.

4) Compile input and submit annual PA report to NAENVIRHLTHCEN PA coordinator who will provide consolidated report to Bureau of Medicine and Surgery.


R. L. BUCK

Distribution: (NAENVIRHLTHCENINST 5215.2P)

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